



IDAHO REAL ESTATE COMMISSION  
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<i>Commission Use Only</i>	
Approved by/Date: _____	
Effective Date: _____	Expires: _____

## Real Estate Supplemental Instructor Approval Application

*(This application should only be completed by those who are currently IREC certified instructors and are interested in teaching additional Commission developed material. You must be in good standing with the Commission.)*

**THIS COMPLETE APPLICATION MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE FIRST COURSE OFFERING.**

### Required Attachments

Checklist	Attachments	IREC Only
	Explanations, court final order/opinion, to Section C if applicable	
	\$10 nonrefundable application fee, payable to IREC	
	This fully completed application, submitted at least 60 days prior to any proposed course offering	

**The Idaho Real Estate Commission may request additional information including, but not limited to:**

- Three professional reference letters
- Proof of education
- Documentation of experience
- Interview with an Education Council member from your area

### A. Personal Information

Name: \_\_\_\_\_ SSN or License #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List the IREC developed courses that you are currently certified to teach (see page 2 for a list of courses): \_\_\_\_\_

When was the last Instructor Development Workshop (formerly Train the Trainer) you attended? \_\_\_\_\_

Guidelines	Completed Date (IREC use only)
<p><b>Course Observation</b>                      You must observe the whole course before attempting to assistant teach in order to get acquainted with the required course materials and the various levels of expertise of adult students in those courses. You are encouraged to make to make notes concerning any methods used by the principal instructor that you especially liked (tips on how to handle problems encountered in the course, overheads or handouts that might be helpful, guest speakers you could contact to cover certain areas, ways to emphasize a point, etc.) These notes will be helpful to you in developing your personalized lesson plans.</p>	
<p><b>Pass the Course Final Examination</b>                      You must successfully complete the final course exam with a minimum score of 80%. If not successful on the first attempt, a retake may taken.</p>	

**B. Subject qualification (indicate all that apply)**

In considering whether a person could reasonably be expected to train or prepare the average student in a particular subject, the following factors in addition to the minimum standards as set forth in the law will be considered. These factors have been established based on the normal and usual training and experience prevailing in a particular subject. Indicate with a checkmark the specific criteria under which you qualify to teach any of the following topics. The Commission will review special consideration requests made in writing based upon educational background and experience.

Check	Course	Qualifications
	Module 1 and 2 (Salesperson Prelicense Courses)	Applicant should have at least 5 years active real estate experience.
	Brokerage Management (Broker Prelicense Course)	Applicant should have an active broker's license, and at least 5 years active real estate experience.
	Law (Broker Prelicense Course)	Applicant should be an active practicing attorney.
	Finance (Broker Prelicense Course)	Applicant should have at least 5 years active real estate experience and/or finance.
	Valuation and Analysis (Broker Prelicense Course)	Applicant should be actively practicing as a state licensed or certified appraiser.
	Business Conduct and Office Operations (Broker Prelicense Course)	Applicant should have at least 5 years active real estate experience and be an active licensed broker.
	Continuing Education CORE Course	Applicant should have at least five years active real estate experience and must attend a live Commission CORE continuing education course.

**C. Additional Information (please answer both questions)**

1. Have you ever had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or been refused a renewal of a license issued by any state or jurisdiction?  
 NO       YES (attach explanation, court final order/opinion)
2. Have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony or misdemeanor involving fraud, misrepresentation, or dishonest dealing in a court of proper jurisdiction?  
 NO       YES (attach explanation, court final order/opinion)

**D. Signature and Certification (sign and notarize)**

IRREVOCABLE CONSENT TO SERVICE: In accordance with the laws of the state of Idaho to transact business as an instructor in Idaho, I hereby appoint and authorize the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to notify the Commission in writing of any change thereto. (54-2033(2bii), I.C.)

CERTIFICATION BY APPLICANT: I certify that all response are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading responses, my application may be rejected or my certification terminated. I understand that upon approval, I will be expected to comply with, protect and promote the purposes, goals, and objectives as stated in the Idaho Real Estate License Law and Rules and the *Certification Policy*.

\_\_\_\_\_  
 Applicant signature

State of \_\_\_\_\_) County of \_\_\_\_\_)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

Notary  
 Seal

\_\_\_\_\_  
 Signature of notary public

Residing at \_\_\_\_\_ My commission expires \_\_\_\_\_